

WORKFORCE ADMINISTRATION
Workforce Innovation and Opportunity Act Title I-
B Eligible Training Provider List (ETPL)
Registered Apprenticeships Program Application Requirements
Policy Broadcast
PB# 16-021

This Policy Broadcast is to inform all Local Workforce Development Area (LWDA) staff and interested parties of revisions to Section 600 Eligible Training Provider List (ETPL) of the Workforce Innovation and Opportunity Act (WIOA) Policy Manual. The revisions are identified in **BOLD** print below.

The proposed revision to section 604 adds a list of responsibilities that Registered Apprenticeships programs must comply with to be listed on the ETPL.

602 ROLES AND RESPONSIBILITIES

.04 Registered Apprenticeship Sponsor/ Providers Responsibilities

Registered Apprenticeship Sponsors/ Providers assume the following responsibilities:

- A. Completing the online application for training providers on the Arizona Job Connection (AJC) website at www.azjobconnection.gov. The application must be filled out completely in order to be reviewed by the State ETPL Coordinator;**
- B. Submitting updated information or changes to a Registered Apprenticeship program and its occupations through the AJC website as soon as they occur;**
- C. Remaining registered with the Arizona Apprenticeship Office or the U.S. Department of Labor, Office of Apprenticeship.**
- D. Notifying DES and LWDA if the Apprenticeship program is no longer registered with the Arizona Apprenticeship Office, of impending school move, sale or closure; and**
- E. Notifying DES and the LWDA of change of ETPL contact.**

607 PROVIDER APPLICATION

- E. Registered Apprenticeships Sponsors/ Providers are identified as eligible training providers and their programs are not subject to the requirements for initial and continued eligibility requirements in this policy. This applies to Registered Apprenticeships Sponsors/**

Providers and programs only.

- 1. In Arizona, Registered Apprenticeships programs remain eligible for the ETPL as long as they remain registered with the Arizona Apprenticeship Office. Registered Apprenticeship programs complete the training provider application on AJC and enter specific program information.**
- 2. If a Registered Apprenticeship program is registered with the Arizona Apprenticeship Office, the program is automatically approved to be an eligible training provider. Review and placement of the Registered Apprenticeship program and its occupations on the ETPL is made by the State ETPL Coordinator.**
- 3. The State ETPL Coordinator must verify that the Apprenticeship program is registered with the Arizona Apprenticeship Office and review each occupation offered by the Registered Apprenticeship program to ensure the following information is provided in AJC prior to approval:**
 - a. The name and address of the Registered Apprenticeship sponsor/ provider;**
 - b. The name and address of the Related Technical Instruction Provider, and the location of the instruction if different from the program sponsor's address;**
 - c. The method and length of instruction; and**
 - d. The number of active apprentices.**
- 4. Once the Registered Apprenticeship program and its occupations are added to the ETPL, the State ETPL Coordinator must notify the respective LWDA of the approved Registered Apprenticeship program.**
- 5. Registered Apprenticeship programs and their occupations remain listed on the ETPL as long as they remain registered with the Arizona Apprenticeship Office, or the U.S. Department of Labor, Office of Apprenticeship. The State Apprenticeship lead will notify the State ETPL Approver if a Registered Apprenticeship program becomes unregistered.**
- 6. Registered Apprenticeship Sponsors/ Providers that request for their program to be removed from the ETPL, or that have been determined to have supplied inaccurate information or substantially violated any provision of Title I of WIOA, or the**

WIOA regulations, including 29 CFR part 38 will be removed from the ETPL. All requests must be submitted in writing and addressed to the State ETPL Approver.

- 7. Registered Apprenticeships Sponsors/ Providers have a right to appeal any DES decision or LWDA decision that has an adverse effect on their organization.**
- 8. Registered Apprenticeships may voluntarily report performance information.**
- 9. Apprenticeship programs that are not registered with the Arizona Apprenticeship Office or the U.S. Department of Labor, Office of Apprenticeship are not excluded from the ETPL, but do need to be evaluated and meet criteria for initial and continued eligibility to be added to the ETPL and to remain on the list. Apprenticeship programs that are not registered with the Arizona Apprenticeship Office, or the U.S. Department of Labor, Office of Apprenticeship must indicate that their program is not registered as such, in the synopsis section of the ETPL. Unlike Registered Apprenticeship programs, apprenticeships programs that are not registered with the Arizona Apprenticeship Office, or the U.S. Department of Labor do not automatically result in a federally-recognized credential.**
- 10. Pre-Apprenticeship programs must be evaluated and meet criteria for initial and continued eligibility to be added and to remain on the ETPL. Pre- apprenticeship programs do not qualify for the ETPL in the same manner as Registered Apprenticeship programs**

All requests for clarification should be sent via e-mail by your policy designee to WIOAQandA@azdes.gov.